

Procurement Documentation for Day Care and Adult Day Care Centers Purchasing Food at Grocery Stores

(COMPARISON SHOPPING)

MONTH _____ YEAR _____

| | Prices | Prices | Prices | |
|-------------------------------|-----------------|-----------------|-----------------|--|
| Six Most Purchased Food Items | Name of Store 1 | Name of Store 2 | Name of Store 3 | Store Chosen and Reasons for Selection |
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Attach appropriate advertisements (optional)

Note: To document vendor selection, state if one or more of the following contributed to your purchasing decision: credit availability, proximity of store, consistent good quality, and reliability.